



# External Vacancy Notice

**Reference: EUAA/2023/TA/015**

Publication: External  
Title of function: Human Resources Officer  
Profile A) Recruitment  
Profile B) Payroll and Entitlements  
Category and grade: Temporary Agent\* – AD 5

## 1. European Union Agency for Asylum

The European Union Agency for Asylum (hereinafter "EUAA"), established by Regulation (EU) 2021/2303<sup>1</sup>, is a centre of expertise by virtue of its independence, the scientific and technical quality of the assistance it provides and the information it collects and disseminates, the transparency of its operating procedures and methods, its diligence in performing the tasks assigned to it, and the information technology support needed to fulfil its mandate.

Specifically, the EUAA focuses on:

- Contributing to ensuring the efficient and uniform application of Union law on asylum in the Member States in a manner that fully respects fundamental rights.
- Facilitating and supporting the activities of the Member States in the implementation of the Common European Asylum System (CEAS), including by enabling convergence in the assessment of applications for international protection across the Union and by coordinating and strengthening practical cooperation and information exchange.
- Improving the functioning of the CEAS, including through a monitoring mechanism<sup>2</sup> and by providing operational and technical assistance to Member States, in particular where their asylum and reception systems are under disproportionate pressure.

The organisational chart of the Agency can be consulted on the EUAA's website at: <https://euaa.europa.eu/about-us/who-we-are>

The Agency's headquarters are located in Valletta Harbour (Malta) with additional offices in Belgium, Cyprus, Greece, Italy and Spain.

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\* See Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20230101>

<sup>1</sup> Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2020, (OJ L 468, 30.12.2021, p. 1).

<sup>2</sup> Applicable legal provisions enter into force on 31 December 2023.





## 2. Job description

The Human Resources (HR) Officer will be working within one of the two sectors of the HR Unit, either in Recruitment, Career and Development Sector or in Payroll and Entitlements Sector, under the responsibility of the respective Head of Sector and with the supervision of the Head of Unit.

The jobholder will be responsible for providing responsive and pro-active support and advice to line managers and staff, ensuring compliance with several HR rules, policies, and procedures in the area of Recruitment or Payroll and Entitlements.

### **Very important note:**

Candidates are required **to choose only one of the two profiles. Candidates who submit their application for both profiles (Profile A and Profile B) will be disqualified from the selection procedure.**

### **Profile A) Recruitment**

1. Contribute to management of the recruitment plan, reserve lists and HR related priorities in the area of recruitment and implement these as planned;
2. Support the Head of Recruitment, Career and Development Sector in coordinating the daily activities of the recruitment team;
3. Contribute to the design and drafting of HR strategies, policies in the area of recruitment and ensure their implementation is in line with the Staff Regulations and the EUAA regulatory framework;
4. Advise Selection Committees and managers in the interpretation and implementation of applicable rules in the area of recruitment and provide guidance on the best HR practices;
5. Design and implement innovative solutions on talent attraction, employer branding and other recruitment areas;
6. Organise and coordinate the recruitment cycle and all selection procedures;
7. Liaise with other Sectors/Units to ensure the execution of related corporate tasks, such as planning, reporting, administration, financial and budget management, contract management, risk management;
8. Promote constructive working relations within the Agency, with the view to improving efficiency, transparency and client-centric approach;
9. Perform any other tasks in the interest of the service identified by the Head of Recruitment, Career and Development Sector and/or the Head of HR Unit.



### **Profile B) Payroll and Entitlements**

1. Support the Head of Payroll and Entitlements Sector in the establishment of an up-to-date and appropriate framework of rules and regulations, personnel policies, policy instruments, templates, guidelines and manuals in alignment with the Agency's strategic plan and requirements;
2. Ensure correct implementation of the Staff Regulations of Officials and Conditions of employment of Other Servants of the European Communities ('CEOS') as well as the applicable General Implementing Provisions, HR policies, strategies and procedures of the Agency;
3. Ensure the functioning of various operations/services for staff (e.g. management of staff members' rights, payroll, relocation matters, etc.);
4. Administer and provide advice on salary and related benefits, entitlements, on the interpretation and application of policies, regulations and staff rules;
5. Support with the planning, coordinating and supervising, internal tasking and follow-up measures of the Sector activities e.g. training planning etc;
6. Liaise with other Sectors/Units to ensure the execution of related corporate tasks, such as planning, reporting, administration, financial & budget management, contract management, risk management;
7. Oversee the deployment and functioning of HR information systems such as SYSPER, internal databases and applications, etc.;
8. Perform any other tasks in the interest of the service identified by the Head of Payroll and Entitlements Sector and/or the Head of HR Unit.



### 3. Requirements

#### A) Eligibility Criteria

Candidates will be considered eligible for selection based on the fulfilment of the following formal criteria, by the deadline for applications:

1. Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma<sup>3</sup>;
2. Be nationals of one of the Member States of the European Union, Liechtenstein, Norway and Switzerland;
3. Be entitled to full rights as an EU citizen;
4. Have fulfilled any obligations imposed on them by the laws on military service;
5. Possess a thorough knowledge (level C1 in all dimensions as per the Common European Framework of Reference for Languages or CEFR) of one of the official EU languages and a satisfactory knowledge (level B2 in all dimensions as per the CEFR) of another one of these languages to the extent necessary for the performance of the duties pertaining to the post<sup>4</sup>;
6. Meet the character requirements for the duties involved<sup>5</sup>;
7. Be physically fit to perform the duties linked to the post<sup>6</sup>.

#### B) Selection Criteria

If the eligibility criteria set out in section A) *Eligibility criteria* are met, the candidates' applications will be evaluated on the following selection criteria. These criteria have been subdivided into two categories: **Essential** and **Advantageous** Selection Criteria.

Please note that all Essential criteria are mandatory, meaning that no application will be assessed further if a candidate obtains a zero score in any of the Essential Criteria. The most suitable candidates with the highest overall scores will be invited to an interview.

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<sup>3</sup> Only diplomas issued by EU Member State authorities and diplomas recognized as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate's qualification must have been recognized by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document attesting so must be submitted if you have been invited for an interview. This will enable the selection board to assess accurately the level of the qualifications.

<sup>4</sup> See <https://epso.europa.eu/en/selection-procedure/general-and-specific-eligibility-requirements>

<sup>5</sup> Before the appointment, the successful candidate shall be asked to provide proof of a non-existent criminal record.

<sup>6</sup> Before the appointment, the successful candidate shall be medically examined by one of the institutions' medical officers which will enable EUAA to ensure that he/she fulfils the requirement stated in Article 28(e) of the Staff Regulations of the Officials of the European Union.



## **Profile A) Recruitment**

### **Essential**

1. At least 3 years of proven professional experience with the tasks mentioned under **Profile A) Recruitment**;
2. Proven professional experience in developing and implementing HR policies, processes and strategies in the area of recruitment and selection;
3. Proven professional experience with an established set of principles, rules and regulations, in the area of recruitment, such as Staff Regulations and the Conditions of Employment of Other Servants of the European Union or similar regulatory frameworks;
4. Proven professional experience in budgeting and HR statistics/reporting.

### **Advantageous**

1. A university degree in human resources, psychology, law, business administration or management;
2. Proven professional experience in a position related to the aforementioned duties in a European Institution, Agency or Body;
3. Proven professional experience in finance, procurement and/or contract management related to HR.



## **Profile B) Payroll and Entitlements**

### **Essential**

1. At least 3 years of proven professional experience with the tasks mentioned under **Profile B) Payroll and Entitlements;**
2. Proven professional experience with the EU Staff Regulations and CEOS, Implementing Rules and the EU Financial Regulation;
3. Proven professional experience in budgeting and forecasting HR budgets and very good knowledge of financial tools (e.g. ABAC software or similar).

### **Advantageous**

1. Proven professional experience in a position related to the aforementioned duties in a European Institution, Agency or Body;
2. Proven professional experience in developing and implementing HR policies, processes and strategies in the area of Payroll and Entitlements;
3. A university degree in human resources, finance, accounting, law, business administration or management;
4. Proven professional experience in public procurement and tender procedures related to HR.



### C) Evaluation during interviewing process (Profile A and B)

Candidates invited to the interviewing process (interview and written test) will be assessed based on the essential and advantageous criteria described in this Section, and the following additional criteria relevant to the post:

1. Thorough written and spoken communication skills in English, the working language of the EUAA;
2. Excellent skills in using electronic office equipment and applications (word processing, spreadsheets, presentations, electronic communication, internet etc.);
3. Ability to work under pressure and meet deadlines on multiple tasks;
4. Excellent analytical and problem-solving skills;
5. Good communication and well-developed interpersonal skills;
6. Strong service-oriented attitude and flexibility;
7. Strong sense of confidentiality, integrity and discretion;
8. Accuracy and attention to detail;
9. Knowledge of the mission and organisation of the EUAA.



## 4. Recruitment process

The Regulation which provides the legal basis for the EUAA was adopted on 15 December 2021 (Official Journal of the European Union L 468 of 30.12.2021).

### A) Identifying eligible candidates

After the deadline for submission of applications, the Selection Committee will verify the submitted applications against the eligibility criteria described in Section 3A (“Eligibility Criteria”). Applications satisfying these conditions will then be assessed against the “Selection Criteria” under Section 3B.

### B) Further analysis of applications

Following this initial assessment, the Selection Committee will compare the applications of eligible candidates with reference to:

- The Selection Criteria (“Essential” and “Advantageous”);
- The overall quality of the application and the candidates’ suitability for the post when compared to the established job profile.

**Please note that the Essential Selection Criteria are mandatory and no application will be further assessed if one of these criteria is not satisfied.**

The Selection Committee will then establish a shortlist of the most suitable candidates to be invited for a written test, an interview and/or other tests based on the order of merit. These assessments will be held in English and, where applicable, other languages. Due to the large volume of applications received, only shortlisted candidates invited to the interview and written test will be notified thereof.

### C) Assessment phase

The assessment phase is composed of the following components:

- Technical competency written test and/or any other assessment deemed necessary for the post;
- Interview with the Selection Committee.

The assessment phase will be devised to evaluate the following components:

- General aptitude and language abilities to the extent necessary for the performance of their duties in accordance with Article 12(2)(e) of the Conditions of Employment of other Servants of the European Union (CEOS);
- Specific competences with reference to the applicants’ profiles in line with the selection criteria included in the Vacancy Notice.





**Please note that only candidates who are successful in the interview and written test will have the possibility of being placed on the reserve list.**

This selection procedure may be organised online. In such case, further information will be provided by the Agency to candidates invited for an interview regarding the practical modalities for the assessment.

#### D) Verification of supporting documents

Only candidates who receive an offer letter will be required to present **originals or certified copies** of the documents listed below to confirm the accuracy and eligibility of the application against their supporting documents:

- A document proving their citizenship (e.g., passport);
- Any academic qualification mentioned in the application;
- Any professional experience mentioned in the application.

#### E) Establishing a reserve list

A reserve list will be established based on the outcome of the assessment phase and will remain valid until the end of the current year from the date of its establishment.

The reserve list may be extended at the discretion of the Executive Director.

Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

Prior to taking up duties, the successful candidate will be asked to undergo a compulsory medical examination by one of the institutions' medical officers which will enable the EUAA to ensure that he/she fulfils the requirement stated in Article 28(e) of the Staff Regulations of the Officials of the European Union.



## 5. Equal opportunities

The EUAA applies an equal opportunities policy and accepts applications without discriminating on the basis of gender, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

## 6. Conditions of employment

The successful candidate(s) will be appointed by the Executive Director, upon recommendation of the Selection Committee, following the selection procedure, and will be recruited as a Temporary Agent according to Article 2(f) of the CEOS for a period of 5 years, which may be renewed. The Temporary Agent will undergo an initial probation period of nine months.

The Temporary Agent post in question will be placed in group AD 5. The basic salary of a **Temporary Agent, AD 5 (step 1)** is EUR **5,453.02** which is weighted by the local correction coefficient (for Malta currently 90.5%). In addition to the basic salary, the EUAA offers various allowances and benefits depending on personal circumstances, such as:

- Family allowances;
- Expatriation or foreign residence allowance;
- Entry into service-related allowances (travel expenses, daily subsistence allowances, removal expenses, installation allowances);
- Annual travel allowances;
- Social benefits;
- Benefits stemming from agreements with national Governments;
- Benefits stemming from service level agreements with pre-schools and schools;
- Wide range of leave entitlements;
- Benefits to support work-life balance.

The salaries of staff members are subject to a European Union tax deducted at source. Staff members are exempt from national tax on salary and are members of the European Union social security and pension scheme.

For further information on conditions of employment please refer to EUAA website section [Work for EUAA](#) and to [Conditions of Employment of Other Servants of the European Union \(CEOS\)](#).

The place of employment is Valletta Harbour (Malta).



## 7. Application procedure

All of the EUAA's vacancies can be found on our [Vacancies](#) page and online [e-Recruitment](#) tool. For applications to be valid, candidates shall use the EUAA's online e-Recruitment tool to create a candidate account, activate it and complete all sections of the application form, as detailed in the [User Manual](#) found on the landing page. Candidates are requested to complete their application in English.

Incomplete applications will be disqualified and treated as non-eligible. Please note that the selection process may take several months. In order to facilitate the selection process, all correspondence to candidates concerning this vacancy will be in English.

Candidates should not approach, directly or indirectly, the Selection Committee under any circumstances in relation to this recruitment process. The Executive Director reserves the right to disqualify any candidate who disregards this instruction.

### Closing date:

The closing date for the submission of applications is **24 October 2023 at 12:00 pm** (noon - Malta time). The Agency will disregard any application received after this date and time.

Applicants are strongly advised **not to wait until the date of the deadline** to submit their applications. The EUAA is not held responsible for any delays in submission of applications due to technical difficulties or any other factors that may arise.

**If a candidate is found to have provided false information at any stage in the selection procedure, the Agency is within its capacity to disqualify the candidate in question.**

## 8. Data protection

The purpose of processing of the data submitted by the candidate is to manage the application(s) of the candidate in view of a possible selection and recruitment at the EUAA.

The Agency does not make public the names of successful candidates on reserve lists. However, it is possible that, for the purposes of recruitment and related planning purposes, members of the Agency's management may have access to reserve lists and, in specific cases, to the application form of a candidate (without supporting documents, which are kept confidential by the Human Resources Unit). Application files of non-recruited candidates are kept for two years from the expiry date of the reserve list after which time they are destroyed.

The personal information requested will be processed in line with [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.



## 9. Appeal procedures

Pursuant to Article 90(2) of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, a candidate may submit a complaint against an act affecting him/her adversely. The complaint must be submitted within 3 months from the date of notification to the following address:

**The Executive Director  
European Union Agency for Asylum  
Winemakers Wharf,  
Grand Harbour Valletta, MRS 1917  
Malta**

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, a candidate may request judicial review of the act. The appeal must be lodged within 3 months from the date of notification to the following address:

**Court of Justice of the European Union  
Rue du Fort Niedergrünewald  
L-2925 Luxembourg  
Luxembourg**

If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within two years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>), or write to:

**European Ombudsman  
1, Avenue du President Robert Schuman - BP 403  
F-67001 Strasbourg Cedex  
France**

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union.